

TOWN OF WILTON  
SELECTMEN'S MINUTES

Date: January 25, 2016  
Time: 6:30 P.M.  
Place: Town Office  
Present: Selectmen Kermit R. Williams and William F. Condra. Recording Secretary Pamela Atwood. Absent: Chairman Richard E. Swanson.

The meeting was called to order at 6:30 P.M. by Chairman Swanson.

Selectman Condra will be late tonight.

Building Inspector John Shepardson was present to introduce Ed Hunter who will cover for John during his absence. There was a discussion about the rate of pay for Ed during this coverage period. The Board agreed to his request for \$25.00 per hour. Mr. Hunter stated that he is available for the three to four weeks that John may be out. He will cover the office by appointments rather than by office hours. Chairman Swanson stated that he is satisfied with these arrangements.

**Motion:** Chairman Swanson made a motion to approve Ed Hunter as a temporary fill in for John's position, at a rate of \$25.00 per hour as an employee of the Town of Wilton. Selectman Williams seconded the motion which was followed by a unanimous vote. Motion carries.

Chairman Swanson proposed to move to new business as Dawn Tuomala was present.

Dawn had the unedited Warrant Articles and the revenue numbers to discuss with the Board. Selectman Williams volunteered to get an estimate of revenue we can expect from the State. Dawn said that wage and insurance increases along with \$160,000 less from the State of New Hampshire is driving the budget up. Selectman Williams will attend Thursday's Budget Committee meeting in Chairman Swanson's absence and Selectman Condra will attend Saturday's meeting.

Selectman Williams suggested that the Board put forth a warrant article that will allow the Selectmen to accept grants per RSA 31:95. Former Selectman Dan Donovan stated that a blanket approval, subject to a public hearing, was done many years ago. Also discussed was the warrant article for the Safe Routes to Schools and the one for the Cemetery Trustees allowing them to put money from sales into general maintenance of the cemeteries. The Selectmen asked Dawn where the Town Meeting is going to take place. Dawn said that she would confirm that it will be held at FRES. Chairman Swanson thanked Dawn.

**Public Comment:**

There was no public comment.

Before the next appointment, Chairman Swanson requested that this appointment be held with civility and that no outbursts take place.

A conference call was made to include Treasurer Jerry Greene and Sewer Commissioner Tom Herlihy. Chairman Swanson introduced the people in attendance. He asked Jerry for his comments. Jerry stated that when he became aware that the Sewer Commission wanted to encumber funds that were not against a line item but instead was money they just didn't spend, he became concerned. Chairman Swanson noted

that he asked during the Budget meeting if there was a contract and what budget line item they were encumbering from. Selectman Williams spoke of the process to encumber funds and stated that any additional money the Sewer Commission takes in can be carried forward without a capital reserve account or encumbrances. He had met with the Sewer Commissioners about setting up capital reserve funds; they could do so in arrears with a contract that could be used to encumber funds toward that project. Chairman Swanson again asked if they had a contract. Sewer Commission Chairman Chris Carter said no, but they didn't think they needed one. He stated that he believes they can carry money forward. Jerry stated that he is not familiar with the RSA or the Commission's rights, but the Town has kept track of the surplus or deficit and as shown on the spreadsheet they currently have a deficit, so there is no surplus for them to encumber. Selectman Condra just joined the meeting. Sewer Commissioner Tom Schultz stated that when he attended the Budget Committee meeting it was to discuss any possible budget changes. He had not been made aware of or receive any information that the subject of their encumbrance was going to be discussed.

A discussion took place regarding why this subject was just coming up. Jerry answered that because they are trying to encumber money when they still owe the Town money; therefore, they are trying to encumber Town funds. Tom Herlihy thinks the bigger point is that the funds are not to be comingled; they should be kept separate. In the event of a catastrophic event, the Town would help, but what is going on is not legal in his opinion.

Chairman Swanson stated that they want to do the right thing. It was suggested to look back 15 years. Tom Herlihy suggested getting someone not involved to look at it. Selectman Williams read the RSA and asked if we have separate funds. Jerry confirmed that we keep separate accounts but if the money is being comingled we will stop, but first he wants to see the RSA 149-I:10. They are not to be part of the municipality's general fund. Jerry is happy to comply. Chairman Swanson stated that it is clear to set up a separate fund. Jerry agreed to do so. Chairman Swanson suggested a written agreement about surpluses and deficits.

Chairman Swanson stated that we pay the bills regardless of whether money has been collected. Tom Schultz said they weren't trying to take money from the Town but the way it was presented was a surprise. Summed up; there would be a full accounting done with a plan to reimburse the Town; separate funds would be maintained and a capital reserve fund would be established. A fifteen year audit was suggested. After further debate on the topic of a deficit, Selectman Condra spoke. He said to conduct a 15 year audit, then the Selectmen and Sewer Commissioners would determine how best to resolve. The Sewer Commission would have control of their funds, they would not be comingled. Tom Schultz stated that they are committed to making sure there are no more deficits for the Sewer Commission. He asked if the Library, which is a municipal service, did not cover their budget, would they have to pay the Town back. Chairman Swanson and Selectman Condra stated that they do not want to discuss that now.

There was a discussion about who would pay for the audit and who should do it.

**Motion:** Selectman Condra moves that the Town pay for the audit to resolve the circumstances of the financial relationship between the Sewer Commission and the Town. Tom Herlihy suggested that they split the cost. All agreed with this solution. Selectman Condra withdrew his motion.

**Motion:** Selectman Williams moved that the Town engage an independent auditor, agreed on together with the Sewer Commission, to review the last 15 years of financial records for the Sewer department and determine any surpluses or deficits during that period and the Town will pay 50% of the cost for that audit. Selectman Condra seconds. Unanimous vote. Motion carries.

Chairman Swanson thanked everyone.

**Discussion items:**

Statistical update: Chairman Swanson has questions regarding how KRT's rate schedule is calculation. He asked Pam to inquire. He will not be here next week but is fine with the other two Selectmen making a decision.

Andre Garron's proposal (UNH Economic Development proposal): The Memorandum of Agreement is for \$2,500 which has been included in the 2016 budget. Chairman Swanson said that it gets us into a process. Selectman Williams is fine with it, but stated that we pay the same for the service as did Milford and Amherst, but the reality is that they use other funding. Selectman Condra is ok with it.

**Motion:** Selectman Williams moves to offer Andre Garron a contract to perform his Business Retention and Expansion project for the Town of Wilton for the sum of \$2,500. Selectman Condra seconds. A unanimous vote followed. Motion carried. The contract was signed.

**Motion:** Chairman Swanson made a motion to go into nonpublic session at 8:33 P.M. per RSA 91-A:3,II (c). Selectman Williams seconded the motion, followed by a unanimous vote.

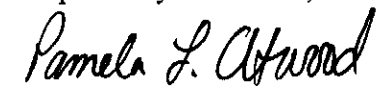
The regular meeting was called to order 9:45 P.M. Chairman Swanson moved to seal the minutes of the nonpublic session, seconded by Selectman Williams. Motion passed with vote: Swanson, Aye; Williams, Aye, Condra, Aye.

The knob and tube wiring was discussed next. A price of \$8,000 was suggested. It was decided to ask John Shepardson to prepare a list of the items that needed attention in the theater lobby and stair area. Then Electrician Jim Jasper would be consulted.

They discussed the Safe Routes to School grant.

A motion was made to adjourn the meeting at 10:25 P.M. by Selectman Williams, seconded by Selectman Condra, followed by a vote with all in favor.

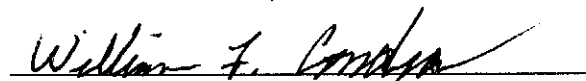
Respectfully submitted;



Pamela L. Atwood,  
Recording Secretary

---

Richard E. Swanson, Chairman



William F. Condra



---

Kermit R. Williams

2-1-16

---

Date Signed